



VENDOR SELF SERVICE (VSS) PAYMENT FORM

Thank You For Registering With The City Of Cincinnati Purchasing Division Vendor Self Service (VSS) System. In order to complete the registration process, please fill in the information below and forward with your payment to:

**City of Cincinnati Purchasing -VSS
PO Box 635754
Cincinnati, Ohio 45263-5754**

Acceptable forms of payment include personal checks drawn on an Ohio bank only, money orders, certified checks, bank cashier's check or bank official's check only, made payable to the Treasurer, City of Cincinnati. NO CASH ACCEPTED. Questions? Call 513-352-2437, Option #1

The following information is required in order to complete the payment process:

Tax ID # _____ (See below for multiple Tax ID numbers)

Customer Name _____

Customer Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone (____) _____

Email: _____

Signature _____ Title _____

Total no. of Tax ID #s _____ **x \$55.00 = \$** _____

If multiple tax ID numbers are used for separate locations, please complete information below and include VSS payment for EACH tax ID number. If more space is needed, please include another sheet of paper.

Tax ID # _____

Customer Name _____

Customer Address _____

City _____ State _____ Zip _____

Email: _____

Contact Person _____ Phone (____) _____

Tax ID # _____

Customer Name _____

Customer Address _____

City _____ State _____ Zip _____

Email: _____

Contact Person _____ Phone (____) _____

Tax ID # _____

Customer Name _____

Customer Address _____

City _____ State _____ Zip _____

Email: _____

Contact Person _____ Phone (____) _____